

**GREAT BASIN COORDINATING GROUP**  
**FIRE PREVENTION, EDUCATION, AND MITIGATION**  
**WORKING COMMITTEE**  
**CHARTER**

**Mission Statement**

The Great Basin Fire Prevention, Education, and Mitigation Working Committee is established under the Great Basin Coordinating Group to foster interagency leadership and coordination of fire prevention, education, and mitigation programs and activities. Such programs/activities should be done in accordance with national/state priorities within the *Federal Wildland Fire Policy* and the *Cohesive Strategy*.

**Purpose**

1. Provide advice, council, and coordinated direction on fire prevention, education, and mitigation issues in the Great Basin and encourage partner agencies to “speak with one voice” in coordinated public information and education efforts.
2. Coordinate the dissemination of prevention and mitigation messages. Education activities should include addressing risks from severe fires in WUI communities and restoring healthy ecological systems in the wildland.
3. Facilitate interagency cooperation and collaboration while planning and implementing prevention, education, and information initiatives.
4. Provide a network for information exchange among units and sub-units of all cooperating agencies.
  - A. Establish a centralized clearinghouse for prevention, education and mitigation materials that can be utilized by all agencies.
  - B. Coordinate interagency fire prevention training and workshops.
  - C. Provide support for local fire prevention, education, and mitigation programs.
  - D. Create and maintain a conference call schedule and host face to face meetings, minimally one annually, to encourage information sharing.
5. Recruit and select national prevention team members for the Great Basin and keep an up to date trainee list. Participate in annual conference call in November to recommend team leads and discuss membership. In addition, provide this information to the National Fire Prevention Team Coordinator with the US Forest Service.

**Administration**

The Great Basin Fire Prevention, Education and Mitigation Working Committee will elect a Chairperson, Vice Chairperson and Secretary (as needed) for a two-year term. Each state will participate in a rotation with the Chair and Vice Chair positions. Terms will be on a calendar



year basis (January 1 to December 31); at the end of the calendar year, the Vice. Chairperson will automatically become the new Chair and a new Vice Chair will be elected.

The Vice Chair will assume the duties of the Chair when the Chair is absent.

As needed a new Secretary will be elected after each two-year term; duties of the secretary position include taking notes for conference calls/face to face meetings, and sending out emails containing meeting reminders.

## **Membership**

The Fire Prevention, Education, and Mitigation Working Committee will be made up of the individuals as outlined below. All members shall be voting members.

- Great Basin Coordinating Group Liaison
- U.S. Department of Interior
  - BLM – 3 member
  - NPS – 1 member
  - BIA – 1 member
  - FWS – 1 member
- States
  - Idaho – 1 member
  - Nevada – 1 member
  - Utah – 1 member
  - Wyoming – 1 member
  - Ad Hoc – 1 from each state, as determined by each state.
- Forest Service
  - Region 4 - 3 members

## **Meeting Protocols**

Meetings will occur as needed, generally in the spring and fall and usually no more than twice a year. Additional meetings or conference calls will be scheduled if needed and coordinated by the Chair or Co-Chair.

The meeting facilitator (Chairperson) will send out an email prior to the meeting soliciting agenda items. All proposed agenda items will be submitted to the Chairperson electronically and no later than 5 working days prior to the meeting. Meetings may be rescheduled or cancelled due to lack of issues, inclement weather, wildfire incidents or due to other conflicts. Notification will be made to Group members as soon as possible regarding any meeting date changes.

A majority of the voting members must be present for the committee to have a quorum, and all members will have the opportunity to be heard during decision making.

## **Decision Process**

Consensus is defined as everyone being willing to support a recommendation after having heard the minority opinion. If consensus is not achieved, the committee will forward the majority recommendation and the minority opinion to the GBCG Liaison for consideration.

All members will support final recommendations of the committee.



### Subcommittees/Task Groups

The committee may set up subcommittees/task groups and/or assign specialists to assist as needed on special tasking's with concurrence from the coordinating group. Upon completion of its task, the group shall disband unless an additional task is assigned.

Recommended by:

  
Vanessa Marquez, Chair  
Great Basin PEMI Committee

2/26/18  
Date

Approved by:

  
Paul Petersen, Chair  
Great Basin Coordinating Group

2/26/18  
Date